

*Carano*

OTE 86-1016

3 May 1986

STAT

MEMORANDUM FOR:

VIA: Chief, Secretarial, Administrative, and Communication  
Training Division

STAT

FROM:

Executive Officer  
Office of Training and Education

SUBJECT: Letter of Appreciation for Providing Secretary Support  
to O-D/OTE

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During the week of 24 - 28 March, when  was attending the Midcareer Course, you very effectively aided the Office of the Director of Training and Education. Your efforts made it possible for the office activity to continue in an efficient and businesslike fashion. I want to express my appreciation, as well as that of the others here on the Director of Training and Education's staff, for your work and assistance. You certainly helped us. I hope you found it interesting and informative.

STAT

SUBJECT: *Letter of Appreciation for Providing Secretary Support to O-D/OTE*

Distribution:

STAT

Original -



- 1 - OTE Chrono
- 1 - OTE/PB (copy of each for S/F)
- 1 - Registry

STAT

DDA/OTE



( 2 May 1986 )